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ABSTRACT

This publication is designed to improve college instruction at the undergraduate level. Intended to be used as a tool box, it is a concise compilation of hundreds of teaching techniques and formats, classroom activities and exercises, suggestions to enhance instructor-student rapport, guidelines for assignments and papers, and tips for teaching any material more effectively. Concise summaries of teaching options and innovations based on current research in teaching are included. The 30 chapters are grouped in five parts. Part 1, "Sound Preparations," addresses the tasks that need to be done before a semester or quarter begins. Part 2, "Good Beginnings," focuses on what to say and do on the first day of class and on how to set policies, tone, and a productive learning environment for the entire term. Part 3, "Varieties of Learning and Teaching Strategies," presents an extensive and varied menu of the most effective teaching techniques and formats available at the college level, appealing to a range of student learning styles and adaptable to any subject matter. Part 4, "Disciplinary Differences," concentrates on methods that are discipline-specific. Part 5, "Assessment/Measuring Outcomes," offers guidance on evaluating student learning and assessing teaching effectiveness. (Contains approximately 200 references.) (ND)

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